

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Overtime Usage Estimate, First Quarter FY 1985

21 SEP 1984

FROM

EXTENSION

NO.

OL 2113-84


 Chief, New Building Project Office, OL
 3E40 Headquarters

DATE

20 SEP 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/B&FB/EO/OL

9/24

W

1. VIA

2.

3. EO/OL

9/24

W

4.

5. C/B&FB/EO/OL

9/25

W

6.

7. C/NBPO
3E40 Hqgs.

W

8.

11.

12.

13.

14.

15.

20 September 1984

MEMORANDUM FOR: Executive Officer, OL

VIA: Chief, Budget and Fiscal Branch, EO/OL

FROM: 
Chief, New Building Project Office, OL

SUBJECT: Overtime Usage Estimate,
First Quarter FY 1985

It is estimated that 20 hours of overtime for general administrative purposes will be utilized during the first quarter of fiscal year 1985.

OL 2113-84



APPROVED


Executive Officer, OL

Date

24 Sep '84